



Maggie Valley, North Carolina

is a small resort/tourist town located at the convergence of the Great Smoky Mountains National Park and the Blue Ridge Parkway, thirty-five miles from Asheville. One of Western North Carolina's fastest growing communities, Maggie Valley is a four-season sportsman's paradise with opportunities to ski, fish, hike, golf, and sightsee Rocky Mountain Elk, all without leaving the town limits. Maggie Valley's historic Soco Road business district is a quintessential representation of small-town charm with dozens of unique locally owned shops and restaurants.

Finance Director

Town of Maggie Valley



The Town of Maggie Valley is seeking a technology savvy individual with strong interpersonal skills and financial competency to be our new Finance Director. Working as a key member of the Town's leadership team, the Finance Director must be able to effectively manage the financial resources of the Town. Overseeing an annual operating budget exceeding four million, the Finance Director is responsible for accounting, debt administration, cash management, payroll, purchasing, and tax collection, as well as overseeing a \$7+ million investment portfolio and a fund balance approaching 140%.

Position Summary

The Finance Director plans, directs, organizes, and administers a variety of fiscal and administrative functions including disbursement and accounting of revenues and expenditures, monitoring and administering the budget, accounting, purchasing, revenue collections, billing and payroll operations, customer services, and grant administration. Work includes managing the annual audit, ACAFR, debt service, and investments as well as department staff management. The employee must exercise considerable independent judgment and initiative in planning and directing the fiscal control and procurement system. Work is performed in accordance with North Carolina General Statutes and State regulations governing the responsibilities of local government financial operations, local government purchasing, contracts and bidding, and Town policies and manuals. Work is performed under the supervision of the Town Manager and is evaluated through conferences, reports, analysis of program accomplishments, feedback from other departments, and by an independent audit of financial records.

Duties & Responsibilities of the Position

Plans, organizes, and directs the Finance Department including financial programs and operations, budgetary accounting, accounts receivable billing, revenue collections, purchasing, fixed assets accounting, budget development and administration, investments, accounts payable, payroll, grant administration, and assessment levying.

Participates as senior leader in a team with the Town Manager in preparation of the general operating and capital improvements budgets; projects revenues and performs historical research on spending and trends in previous years; forecasts capital and financing schedules and cost estimates.

Works with the Town Manager in directing the formulation of Town financial policies; assists other departments with the development and implementation of financial systems.

Directs the general accounting system for the Town; maintains financial records for each department; maintains separate accounts for items of appropriation in the budget; monitors expenditures and obligations on accounts.

Reviews and monitors ongoing administration of budget; monitors revenues and expenditures; coordinates activities and changes with Town departments; develops and implements departmental goals.

Oversees the preparation of monthly and annual financial statements, and the preparation of other reports on the fiscal condition of the Town; monitors the preparation of monthly, quarterly, and annual reports for payroll.

Assists external auditors with annual audit and coordinates and participates in the preparation of the in-house Annual Comprehensive Financial Report.

Coordinates efforts of underwriting, forecasting, and the preparation of the official statement for bond issues and other financing agreements.

Monitors grant agreements for financial and award compliance; directs the timing of draw-downs for expenditures; tracks capital project revenue and expenditures.

Manages receipt and investment of all Town revenues and Town Hall customer services functions.

Coordinates Town's investment program.

Submits to the Town Manager and the Board periodic statements of the financial condition of the Town; works with staff to prepare budget amendments.

Performs related duties as required.

Maggie Valley is a Great Place to Work!

The Town of Maggie Valley has a generous core benefits package which includes:

- Pay for Performance
- Paid Vacation
- Paid Sick Leave
- 11 Paid Holidays
- Paid BCBS Health Insurance
- Paid Life Insurance
- Participation in NC Local Government Employees' Retirement System
- NC 401(K) matching participation up to 3%
- Employee Assistance Program (EAP)
- Education Assistance / Tuition Reimbursement
- Town paid professional training and development
- Town-paid professional certifications / recertifications
- Courtesy use of Town Hall EV Charging Station

Minimum Qualifications

Thorough knowledge of North Carolina General Statutes and of local ordinances governing municipal financial practices and procedures, purchasing of materials, supplies, and equipment.

Thorough knowledge of the principles and practices of public finance administration, including principles and practices of municipal accounting.

Thorough knowledge of fiscal support activities such as purchasing, technology, payroll, and budget analysis and preparation.

Thorough understanding of information technology to the department and Town-wide financial systems including financial software applications, spreadsheets, data bases, etc.

Thorough knowledge of Town policies and procedures related to personnel, budgeting, and purchasing.

Considerable knowledge of modern and effective supervisory principles and practices including leadership, motivations, communication, team building, performance coaching and evaluation, and hiring.

Knowledge of laws and regulations related to hiring and staff management.

Skilled in collaborative conflict resolution, public speaking, and customer service excellence.

Ability to evaluate complex financial systems and formulate and install accounting methods, procedures, forms, and records.

Ability to analyze issues, collect data, evaluate the larger context, and think systemically in decision making and problem solving.

Ability to design and prepare analytical, forecasting, or interpretative financial statements.

Ability to establish and maintain effective working relationships with the public, vendors, departmental heads, governmental officials, and with other Town employees.

Ability to interpret and explain intricate laws and procedures relating to the financial systems, procurements, and purchasing process.

Accuracy and thoroughness in the analysis and preparation of financial records and reports.

To Apply:

Interested Candidates must submit by email a cover letter, resume, and five job-related references (email & phone number) to Vickie Best, Town Manager at vbest@maggievalleync.gov.

Position is open until filled with first applicant review scheduled for April 12th.

For more information on the annual [Budget & Audits](#) check out our website: <https://maggievalleync.gov/> under Finance and Taxation.

Must be able to physically perform the life support functions of stooping, crouching, reaching, lifting, walking, fingering, talking, hearing, and repetitive motions.

Must be able to perform sedentary work exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects.

Must possess the visual acuity to prepare and analyze data and statistics, operate a computer terminal, perform accounting duties, and do extensive reading.

Applicants must possess a bachelor's degree in business or accounting from an accredited college or university and considerable experience in public finance administration including considerable supervisory experience.

Preference will be given to applicants with a Master's in Public Administration or Business Administration; Certified Public Accountant; and/or Certified Local Government Finance Officer designation.

Local government finance experience is preferred.

Salary Information

The full salary range is \$71,596 - \$107,393

The starting salary for this position will be commensurate with the candidate's background, experience, skills, and education.



The Town of Maggie Valley is an equal opportunity employer.
